

## Appendix C

### (SAMPLE) AFFIRMATIVE ACTION PLAN

**ADOPTED BY**

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**Local Sponsor**

Endorsed by:



AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30  
AMENDED MAY 12, 1978

DEVELOPED IN COOPERATION WITH THE  
U. S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP

APPROVED BY: \_\_\_\_\_  
REGISTRATION AGENCY

DATE APPROVED: \_\_\_\_\_

## **SECTION I - INTRODUCTION**

The Sponsor enters this Affirmative Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program. The Sponsor seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program in the event women and/or minorities are underutilized in the apprenticeship program. The Sponsor hereby adopts the following nondiscriminatory pledge and the AAP.

This AAP is a supplement to the Apprenticeship Standards. Any changes made by the Sponsor will become part of this written AAP, once approved by the Registration Agency.

## **SECTION II - EQUAL OPPORTUNITY PLEDGE**

The Sponsor commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.”

## **SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES**

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the Sponsor pledges to identify outreach efforts under Section IV which will be undertaken. The purpose of the analysis is to determine the minority and women’s labor force in the Sponsor’s labor market area. Once the labor force is determined, the Sponsor can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Registration Agency. (See attached AAP Analysis Worksheet)

## **SECTION IV - OUTREACH AND POSITIVE RECRUITMENT**

The Sponsor’s AAP includes the following outreach and positive recruitment efforts that would reasonably be expected to increase minority and women’s participation in apprenticeship by expanding the opportunity of minorities and women to become eligible for apprenticeship selection. **Once those efforts have been checked, the Sponsor will set forth the specific steps they intend to take under each identified effort.** The Sponsor will identify **a significant number of activities** in order to enable it to meet its obligation under Title 29, CFR part 30.4(c).

- A. ☐ An announcement of specific apprenticeship openings will be disseminated thirty (30) days in advance of the earliest date for application at each interval to the following agencies/organizations:

- Registration Agency
- Women's Organizations/Centers
- Local Schools
- Employment Service Centers
- One Stop Centers
- Vocational Education Schools
- Other Organizations/Centers (which can effectively reach minorities and women)
- Newspapers (which are circulated in the minority community and among women)

The announcement will include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the Sponsor's equal opportunity policy. The period for accepting applications as established by the Sponsor is throughout the year.

- B. ☐ Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program and current opportunities.
- C. ☐ Cooperation with school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.
- D. ☐ Internal communication of the Sponsor's equal opportunity policy will be conducted in such a manner to foster understanding, acceptance, and support among the Sponsor's various officers, supervisors, employees, and members, and to encourage such persons to take the necessary action to aid in meeting its obligation under Title 29, CFR part 30.
- E. ☐ Engage in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs will provide for pre-testing experience and training. In initiating and conducting these programs, the Sponsor may be required to work with other sponsors and appropriate community organizations. The Sponsor will also initiate programs to prepare women and encourage women to enter traditionally male programs.
- F. ☐ Encourage the establishment and utilization of programs of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or prepare candidates for apprenticeship. The Sponsor will make appropriate provisions in its AAP to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.

- G. ☐ Utilize journeyworkers to assist in the implementation of affirmative action in the apprenticeship program.
- H. ☐ Grant advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.
- I. ☐ Take other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship will be without discrimination because of race, color, religion, national origin, or sex (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc., use of present minority and women apprentices and journeyworkers as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions).

## **SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN**

The Sponsor will make an annual review of its current AAP and its overall effectiveness and institute any revisions or modifications warranted. The review will analyze (independently and collectively) the affirmative action steps taken by the Sponsor for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. They will work diligently to identify the cause and effect that result from their affirmative action measures. The Sponsor will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity(ies). All changes to the AAP must be submitted to the Registration Agency for approval. The Sponsor will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented. The goals and timetables also will be reviewed periodically as determined by the Registration Agency and updated where necessary.

**SECTION VI - OFFICIAL ADOPTION**

The \_\_\_\_\_ hereby officially adopts this Affirmative Action Plan on  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
**SIGNATURE OF SPONSOR**

\_\_\_\_\_  
**PRINTED NAME**

## AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

### A. SPONSOR INFORMATION

Program Number:		
Name of Sponsor:	Metal Building Institute	
Address:		
City/State/Zip Code:		
Contact Person:		
Phone Number:		FAX Number:
E-Mail Address:		

### B. OCCUPATIONAL INFORMATION

Occupational Title: *	Assembler, Pre-engineered Metal Buildings	
RAPIDS Code: 0877	O*NET/SOC Code: 47-2221.00	
Type of selection method used:		
Labor Market Area description:		

### C. LABOR MARKET AREA DATA

<b>Total Labor Force in Labor Market Area *</b>		
Number of Women:		% of labor force
Number of Minorities:		% of labor force
<b>Working Age Population in Labor Market Area *</b>		
Number of Women:		% of labor force
Number of Minorities:		% of labor force
<b>Apprentices in Particular Craft in Labor Market Area **</b>		
Number of Women:		% of apprentices
Number of Minorities:		% of apprentices
<b>The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in Program Sponsor's Labor Market Area. ***</b>		
Number of Women:		
Number of Minorities:		

Resources for obtaining labor market information.

\* [http://www.census.gov/hhes/www/eoindex/page\\_c.html](http://www.census.gov/hhes/www/eoindex/page_c.html)

\*\* Data available from Registration Agency.

\*\*\* Program Sponsors may use any reasonable method for determining the general availability of minorities and women with the present or potential capacity for apprenticeship, including relying on the data recorded in Section C for "Total Labor Force", "Working Age Population", and "Apprentices in Particular Craft" to propose the entries for "The General Availability of Minorities and Women."

**D. SPONSOR'S WORKFORCE DATA (illustrative only)**

E-1	Total Number of Journey/Craft Workers Employed:	100	
	Number of Women:	0	% of work force
	Number of Minorities:	45	% of work force
E-2	Total Percentage of Apprentices or of Applicant Pool (depending on selection method used)		
	Numerical percentage of Women apprentices or women in applicant pool:	0	%
	Numerical percentage of Minority apprentices or minorities in applicant pool:	0	%

**E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS**

Source	Minority rate of participation	Female rate of participation
Registered Apprenticeship Partners Information Data System (RAPIDS): *		
EEOC Occupational Employment Data: **		

\* Data available from Registration Agency

\*\* <http://www.eeoc.gov/stats/jobpat/jobpat.html>

**F. DETERMINATION OF UTILIZATION**

Analysis	Yes	No
Minority Underutilization:	x	
Female Underutilization:	x	

**G. SPONSOR'S GOALS:**

The program sponsor proposes and agrees to make a good faith effort to attain the goal of selecting \_\_53\_\_ % minorities and \_\_3\_\_ % women during the next EEO Review cycle. These goals will not be used to discriminate against any qualified applicant on the basis or race, color, religion, national origin or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be: \_\_\_\_\_

**H. REGISTRATION AGENCY APPROVAL:**

Sponsor	Registration Agency
_____ Sponsor's Signature	_____ Registration Agency Signature
_____ Typed Name	_____ Typed Name
_____ Title	_____ Title
_____ Date Signed	_____ Date Signed

